

The Office of Vital Registration encourages parents to apply for a birth certificate soon after the birth of a child for the following reasons:

- 1) A birth certificate is required to enroll your child in school. If you wait until your child is ready to start school to obtain a copy of the birth certificate, you might have to wait long lines at the Office of Vital Registration and the child's birth certificate may not be received before the child starts school.
- 2) A birth certificate can be used to obtain a Social Security card for your child.
- 3) A birth certificate is required when applying for most public assistance programs.

#### **How to Apply for an Arizona Birth Certificate (Eligibility & Requirements)**

##### **How to apply**

- 1) In person – the Office of Vital Registration is located at 3221 N. 16<sup>th</sup> St., Ste 100 in Phoenix, AZ. The hours of operation are from 8:00am to 4:30pm Monday-Friday. Same day service is provided for births that occurred from 1950 to the present, which do not require a correction, and the fee is \$10.00 each. For births that occurred prior to 1990, our records only indicate partial information, which is not valid for passport or military purposes. You must bring with you a valid government issued picture identification, which includes signature, such as a driver's license. Proof of relationship and/or documentation to prove legal interest is required, if applicable. (See Eligibility and Requirements)
- 2) By Mail – mail your request with your notarized signature or include a copy of your valid government issued picture identification, which includes signature. Indicate your relationship to the registrant. Please provide proof of relationship or proof of legal interest with supporting documentation (see Eligibility and Requirements listed below) and payment of \$10.00. Mail your request to Maricopa County Office of Vital Registration, P.O. Box 2111, Phoenix, AZ 85001

#### **Eligibility & Requirements**

- 1) Self-the person named on the birth certificate. Must have government issued photo identification.
- 2) Family member – means: A person's spouse, natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister. The natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister.
  - a. Mother – must provide valid government issued picture identification, which includes signature.
  - b. Father – must be listed on the record as the father or must prove legal interest and provide valid government issued picture identification, which includes signature.
  - c. Spouse – a copy of the marriage certificate is required, a photo copy of the spouse's picture identification, which includes signature, with a notarized letter from spouse giving permission
  - d. Sister, Brother, or Adult Child – Must be at least 18 years of age and must provide proof of relationship by providing a copy of his/her birth certificate listing one of the same parents, along with his/her valid government issued picture identification, which includes signature.
  - e. Grandparent – must provide proof of relationship such as the birth certificate of the registrant's parent.
- 3) Guardian – one who has legal custody or control of a minor child. Guardian must provide a certified copy of the court order establishing guardianship and legal custody.
- 4) Attorney – must represent an immediate family member, and provide a notarized letter on letterhead signed by the attorney. Provide bar number indicating reason for the request and whom they represent. Provide supporting documentation with the fee. In the event of an adoption, the attorney must also provide a notarized release from the biological mother.
- 5) City, County, State or Federal Government Officials – must provide the reason for the request on letterhead and submit a

copy of his/her government picture identification.

#### **BIRTH CERTIFICATES**

In addition to obtaining birth certificates at the Maricopa County Office of Vital Registration, you may obtain certified copies of most birth certificates for births that occurred from 1950 to present at the Pima County Office of Vital Records in Tucson. Beginning August 2004, you may also be able to obtain birth certificates in some of the other counties. Contact your local county health department or the State office of Vital Records for more information.

Arizona Vital Records has birth certificates ONLY for births that occurred in Arizona. If you need a certified copy of a birth certificate from another state you must contact that state's vital records office.

**SEND MAIL REQUESTS TO:**  
**OFFICE OF VITAL REGISTRATION**  
**PO BOX 2111**  
**PHOENIX, AZ 85001**



**MARICOPA COUNTY**  
**OFFICE OF VITAL REGISTRATION**  
3221 N. 16<sup>th</sup> ST., #100  
PHOENIX, AZ 85016

**8:00 AM - 4:30 PM**  
**TEL (602) 506-6805**

**HOW TO APPLY FOR A  
BIRTH CERTIFICATE**